



Grants Administration

Heather Clements, Grants Administrator

Accomplishments - 2011

1. Reduced number of federal audit findings from one to zero.
2. Wrote \$7 million in new federal and state grants for the City of Jonesboro, to increase total grant activity to \$25 million.
3. Streamlined budgeting, expenditure, financial reporting, and reimbursement process.
4. Reconciled all federal grants' expenditures to general ledger.
5. Obligated all federal grant funds by deadlines sanctioned by federal government.
6. Developed and implemented an effective and efficient plan for closing out all old grants.
7. Streamlined progress reporting procedures for all federal and state grants.
8. Adhered to all federal guidelines and regulations in project implementation, including Davis Bacon Act, Buy America, and Disadvantaged Business Enterprise.
9. Re-established timeline on all Energy Efficiency and Conservation Block Grant Fund activities, which are 100% federally grant funded and completed several activities.
10. Get Smart – education program on energy efficiency (\$9,500) – partnership with Halsey.
11. Living Wise – education program on energy efficiency (\$20,000) – partnership with CWL.
12. Joe Mack Campbell Lights – Installed energy efficiency lighting system with wireless control system (\$35,000).
13. Building audits on 6 City-Owned buildings (\$46,950) – partnership with CWL and Clear Result Consulting.
14. Received \$120,500 in federal funding from the Environmental Protection Agency on drainage work completed in 2007.
15. Successfully re-engaged the Assistance to Fire Fighters Grant for effective use of left over funds of \$44,000 – used for fire prevention and education.
16. Completed \$2,028,170.23 in work on the industrial road improvements and rail spur project for economic development, which was funded by the Economic Development Authority and the Arkansas Economic Development Commission; only cost to City of Jonesboro was \$164,159.59.

17. Completed Section V of the Greenway, for a total project cost of \$79,526.98, with \$60,720.80 of said project being federally funded.
18. Submitted and got approved by FTA (Federal Transit Authority) the DBE and Civil Rights Plans for JETS (Jonesboro Economical Transportation System).
19. Reconciled all reporting for all 5307 (FTA) grants.
20. Developed and Implemented close out of all old 5307 (FTA) grants.
21. Successfully took fiscal and managerial oversight of the Community Development Department (see 2011 Accomplishments and Goals for Community Development).
22. Successfully re-established relationship with the East Arkansas Planning and Development District.
23. Partnered with EAPDD on several grants, such as the Tigger III grant, HUD Regional Sustainable Communities Grant, DRA State Economic Assistance Grant (Convention Center Grant totaling \$404,983), Quad-Graphics Grant for economic development (totaling \$300,000), and Ike II Grant (generators for community centers totaling \$505,100 in federal funding).

Goals – 2012

1. Maintain findings in A-133 Federal Grants Audit to zero.
2. Hire a full time Grants Project Coordinator (already approved by Council) to assist in the financial management of all federal grants.
3. Research and write federal grants that support the City of Jonesboro's short and long-term goals.
4. Expand grant research to private foundation opportunities and educational/research partnership opportunities, such as research grants with ASU (Arkansas State University).
5. Identify and secure funding for the two softball fields at Southside specifically designed for the physically and mentally challenged.
6. Complete the EECBG (Energy Grant) Traffic Light Synchronization Project.
7. Complete the EECBG (Energy Grant) Energy Efficiency Computing System.
8. Complete the EECBG (Energy Grant) Building Improvements Activity.
9. Complete Section VI of the Greenway, using AHTD Rec Trails federal funds at 80% of the total cost.
10. Design the remaining Sections of the Greenway from Section VI to Downtown using Scenic Byways Grant funds at 80% of the total cost.



City of Jonesboro Revenue Budget FY 2012

Fund: Grants

Account Name	2012 Budget
Interest	\$ 4,500
Local	139,656
State	808,200
Federal	7,477,736
Transfer In	865,832
TOTAL	\$ 9,295,923

City of Jonesboro Operating Budget FY 2012

Fund: Grants

Account Name	2012 Budget
Salaries	\$ 65,184
Holiday Pay	1,255
Group Insurance	12,347
Pension Contributions-City	7,000
Payroll Taxes	5,135
Uniforms	100
Expenses (Travel & Training)	5,000
Telephone Expense	1,500
Insurance and Licenses	500
Postage	500
Advertising and Printing	500
Office Supplies	2,500
Fuel	250
Dues & Subscription	250
Minor Equipment & Furniture	1,850
Unemployment/WKMS. Comp	333
Medicare Contributions	1,201
Maintenance Contracts	200
TOTAL	\$ 105,604



City of Jonesboro Operating Budget FY 2012

Fund: Grants

Project Description	2012 Budget
Economic Development Authority - Nordex	\$ 605,000
Arkansas Economic Development Commission - Nordex	605,000
Delta Regional Authority - Nordex	500,000
Delta Regional Authority - Convention Center	404,983
Arkansas Economic Development Commission - Quad Graphics	300,000
Philips Dr Road Enhancement	375,000
Safe Routes To School - Valley View	81,917
Safe Routes To School - School Sidewalks / Flashers	232,760
Federal Transit Authority - Livability	1,760,000
Scenic Byways - Greenway	2,208,156
Recreational Trails 100757 - Greenway	100,000
Outdoor Recreation 2012	500,000
Energy Efficiency Conservation Block Grant - Energy Grant	421,000
Bullet Proof Vests 2010	10,000
Community Oriented Police Services - Recovery 2009 Hiring	253,660
Internet Crimes Against Children - 2009 Recovery	38,335
Justice Assistance Grant - 2009 Recovery	65,605
Justice Assistance Grant 2012	45,000
Selective Traffic Enforcement Program 2012	75,250
Community Oriented Police Services - Secure Our Schools	83,306
Internet Crimes Against Children 2010 - Continuation	20,000
Arkansas Development Finance Authority - HOME Funds	550,000
TOTAL	\$ 9,234,972

The above-mentioned grants are those currently active in the Grants Department, in addition to those anticipated grant awards for fiscal year 2012.

City of Jonesboro Authorized Position FY 2012

Fund: Grant Fund

Grant Department Total Staff of 10 Employees

- 1 Grant Administrator
- 1 Grant Project Coordinator
- 1 Crime Analyst (JAG)
- 7 Police Officer

Job Title		Salary
Grant Administrator	\$	49,728.24
Grant Project Coordinator		15,455.50
TOTAL	\$	65,183.74
JAG Grant		
Crime Analyst (JAG)	\$	35,819.73
COPS Grant		
Police Officer	\$	213,604.49

Grant Project Coordinator-other half of salary is charged to JETS